



24-13264

Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
**CID - 2024 - 0475**

**To :** Chief of Curriculum Implementation Division (CID)  
Public School District Supervisors  
Private School Administrators  
Private School Homeroom Guidance Coordinators  
All concerned

**Subject :** **ADDENDUM TO DM CID-2024-0420 RE CONDUCT OF SCHOOL MONITORING ON THE UTILIZATION OF HOMEROOM GUIDANCE MODULES, OBSERVATION FORMS, AND PROGRAM MONITORING TOOLS FOR SCHOOL YEAR 2024-2025**

**Date :** September 10, 2024

This has reference to DM-OUCI-2021-346 re: Revised Implementation of Homeroom Guidance during Crisis Situation for SY: 2021-2022, this Office, through Curriculum Implementation Division hereby informed the private schools to utilize the Homeroom Guidance modules, Observation Forms and Program Monitoring Tools for Kindergarten, Elementary, Junior and Senior High Schools this SY: 2024-2025.

Moreover, the Homeroom Guidance Modules which can be downloaded from the DepEd Learning Resource Portals or thru this link: <https://drive.google.com/drive/folders/1UviVVNMDPJJYT0iMCTdUXQungzUQ580>.

Furthermore, this Office informs the private schools both elementary and secondary schools that there will be a monitoring and evaluation of the said program as well as giving of technical assistance on its implementation. Homeroom Guidance Coordinators are advised to set all necessary documents for the said visit. For inquiries and clarifications, please contact the Division focal of this program, Dr. Elden D. Orbeta at 09999922712.

Attached are the schedule of dates for the said visitation and the monitoring tools.

CID/ey/edo



Schools Division Office of Panabo City  
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Travel and other expenses incurred in the conduct of this activity shall be chargeable against Division/local funds subject to the usual accounting and auditing rules and regulations.

All other provisions indicated in the previous memorandum remain effective unless otherwise amended by this office.

For your information and guidance.

  
**JINKY B. FIRMAN, PhD, CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge

**RELEASED**

**SEP 11 2024**

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BY 

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Enclosure of this Division Memorandum

<b>On-site Monitoring Schedule for Homeroom Guidance Program</b>	
<b>Private School</b>	<b>Date</b>
Northlink Technological College, Inc.	2 <sup>nd</sup> week of November 2024
Northern Paramedical and Technological College of Panabo, Inc.	3 <sup>rd</sup> week of November 2024
North Davao Colleges, Inc.	4 <sup>th</sup> week of November 2024
UM Panabo College	1 <sup>st</sup> week of December 2024
ACES Polytechnic College, Inc.	2 <sup>nd</sup> week of December 2024
Panabo SDA Learning Center, Inc.	2 <sup>nd</sup> week of January 2025
Valiant Technical Institute & Assessment Center, Inc.	3 <sup>rd</sup> week of January 2025
Francisco Adlaon Learning Institute, Inc.	4 <sup>th</sup> week of January 2025
Maryknoll College of Panabo, Inc.	4 <sup>th</sup> week of January 2025
Panabo Christian School	1 <sup>st</sup> week of February 2025
Panabo Faith Mission Academy, Inc	2 <sup>nd</sup> week of February 2025
Good Shepherd Baptist School	3 <sup>rd</sup> week of February 2025
Lifeword Montessori School, Inc	4 <sup>th</sup> week of February 2025
Christian Academy of Lion Lamb, Inc	1 <sup>st</sup> week of March 2025
- Nothing follows -	

**Note:** Dates indicated above may change depending on the availability of the monitoring focal person. Please keep posted. Thanks.

Prepared by:

**ELDEN D. ORBETA, PhD**  
Division Focal Person  
9-10-2024

CD/fej/edo



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Office of the Schools Division Superintendent  
**DIVISION MEMORANDUM**  
**CID - 2024 - 0420**

**To :** Chief of Curriculum Implementation Division (CID)  
Public School District Supervisors  
School Heads of Public Elementary and Secondary Schools  
Homeroom Guidance Program (HGP) Coordinators  
All concerned

**Subject :** **CONDUCT OF SCHOOL MONITORING ON THE UTILIZATION OF HOMEROOM GUIDANCE MODULES, OBSERVATION FORMS, AND PROGRAM MONITORING TOOLS FOR SCHOOL YEAR 2024-2025**

**Date :** August 12, 2024


Relative to the DM-OUCI-2021-346 re: Revised Implementation of Homeroom Guidance during Crisis Situation for SY: 2021-2022, this office, through Curriculum Implementation Division hereby instructed the field to utilize the Homeroom Guidance modules, Observation Forms and Program Monitoring Tools for Kindergarten, Elementary, Junior and Senior High Schools this SY: 2024-2025.

The Homeroom Guidance Modules which can be downloaded from the DepEd Learning Resource Portals or thru this link: [https://drive.google.com/drive/folders/1UvIVNMDRJYTOIMCTdUXOung\\_zUQ58Q](https://drive.google.com/drive/folders/1UvIVNMDRJYTOIMCTdUXOung_zUQ58Q).

Further, this office commences the monitoring and evaluation of the said program starting September 21, 2024. Hence, the Edukasyon sa Pagpapakatao (EsP) Supervisor under the Curriculum Implementation Division shall spearhead the monitoring process.

Travel expenses relative to this activity will be charged against Division MOOE Funds subject to the usual accounting and auditing rules.

For your information and guidance.

  
**JINKY B. FURMAN, PhD, CESO VI**  
OIC - Schools Division Superintendent  
Office of the Schools Division Superintendent

**RELEASED**

**AUG 12 2024**

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**Annex 1: Homeroom Guidance Class Observation Tool**

**HOMEROOM GUIDANCE CLASS OBSERVATION TOOL**

\_\_\_\_\_ Grading \_\_\_\_\_ School Year

Name of Adviser: \_\_\_\_\_ Rating: \_\_\_\_\_  
Date/Time: \_\_\_\_\_ Grade Level / Section: \_\_\_\_\_

To the observer: Check the box to indicate your assessment guided by the scale below:

- 0 – No Chance to Observe
- 1 – Not Observed
- 2 – Observed but Insufficient
- 3 – Sufficiently Observed
- 4 – Sufficiently Observed and Commendable

The teacher	4	3	2	1	0
1. makes sure that the learning modality is conducive for learning and activities.					
2. effectively organizes learning situations to meet the objectives of the class presentation.					
3. uses instructional methods that encourage relevant learner participation in the learning process.					
4. implements the module in accordance to the guidelines.					
5. communicates clearly and effectively to the level of learners.					
6. explains important ideas in a clear and practical way.					
7. demonstrates command of the topic discussed.					
8. responds appropriately to learner questions and comments.					
9. provides time and direction for individual thought prior to group discussions (if applicable)					
10. prepares/checks, distributes efficiently the materials for activities.					
11. adequately prepares learners to undertake the specific activity.					
12. provides learners adequate time to reflect on the activity utilizing a variety of process skills -(i.e. demonstrate, predict, analyze, conclude, synthesize, etc.)					



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13. attends to the learner's concerns in different modalities.					
14. provides individual attention when appropriate (non-submission, non-compliance)					
15. provides minimal yet sufficient information to successfully complete their task(s).					
16. provides adequate feedback, reflections, encouragement on individual/group efforts and progress.					
17. encourages learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem.					
18. relates the lesson to learners' daily life experiences.					
19. encourages the learners to apply their realizations on the lesson (insights).					
20. maintains safety procedures in facilitating learner's tasks					

Total Score (Sum of Scores from item 1 to 20): \_\_\_\_\_

Rating: \_\_\_\_\_

Computation:

$$\text{Rating} = \frac{\text{Total Score}}{(\text{No. of items with 1-4 scores}) \times 4} \times 100\%$$

Verbal Description

92% - 100%	-	Outstanding
69%-91%	-	Above Average
46%-68%	-	Average
24%-45%	-	Below Average
23% and below	-	Needs Improvement

Commendations:

\_\_\_\_\_

Recommendations

\_\_\_\_\_

This evaluation was shown and discussed to me:

\_\_\_\_\_  
Adviser's signature over printed name

\_\_\_\_\_  
Date





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**Annex 2: Homeroom Guidance School Implementation Tool (School Level)**

**Homeroom Guidance School Implementation Tool**

Name of School: \_\_\_\_\_ Division & Region: \_\_\_\_\_  
School Head: \_\_\_\_\_ Date of Reporting: \_\_\_\_\_

Total No. of Classes for S.Y. 2021-2022	Total No. of Classes that Implemented Homeroom Guidance Program

Directions: Check the box that corresponds to your answer in each item using the legend below.

**LEGEND:** E- Evident – 95% - 100% of the total number of classes complied  
EI- Evident but Inadequate – 50% - 94% of the total number of classes complied  
NE- Not Evident – less than 50% of the total number of classes complied  
NA- Not Applicable – the area is not applicable / it is not possible to comply

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
1. HG MELCs is being followed properly.	Class schedule and learner's output/ portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
<b>II. Delivery Process</b>					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by Adviser regarding the competencies for the quarter				
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Assessment of Learner's Development</b>					
1. Learners are oriented on the learning objective and how	Documentation of learner's orientation about the learning objectives and evaluation of their development				





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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
their development will be assessed.					
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				
3. Learners can keep track of their progress in the program	Learner's Development Assessment with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
1. A clear Monitoring Plan (Guidance Counselor/ Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity-building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
<b>V. Administrative Concerns</b>					
1. Orientation for learners and their parents is conducted by the school before the start of School Year.	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				
2. An adequate budget is allotted for HG expenses.	Approved budget vs Financial Report of HG (e.g materials, training expenses etc.)				
3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization				





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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
4. The learning modality is appropriate and conducive for the conduct of the program.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Year-end report by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

Guidance Counselor/Designate: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name

School Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name